

HOLLY L. WOLCOTT  
CITY CLERK

SHANNON D. HOPPE  
EXECUTIVE OFFICER

City of Los Angeles  
CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF THE  
CITY CLERK

Neighborhood and Business  
Improvement District Division  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012  
(213) 978-1099  
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MIRANDA PASTER  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

Lorena Parker, Executive Director  
San Pedro Historic Waterfront BID  
390 West 7<sup>th</sup> Street  
San Pedro, CA 90731

**SUBJECT: INSURANCE EXPIRATION DATES – SAN PEDRO  
BUSINESS IMPROVEMENT DISTRICT**

A review of our records indicates the following insurance expiration date(s):

- General Liability Insurance Endorsement expiration date: \_\_\_\_\_
- Directors and Officers Liability Insurance expiration date: \_\_\_\_\_
- Workman Compensation insurance Liability Insurance: 11/14/17

Please have your insurance agent submit the renewal certificate electronically through City's Track4LA Insurance Tracking System which is located on our website (<http://track4la.lacity.org>). The agent will get an approval number when the process is complete. In order for us to receive a copy of the confirmation automatically, please include our email addresses [Rick.scott@lacity.org](mailto:Rick.scott@lacity.org) and [Thomas.Nelson@lacity.org](mailto:Thomas.Nelson@lacity.org) in the renewal process.

As outlined in Contract No. C-121683, it is your responsibility to make sure that your insurance requirements are in effect during the duration of this Contract. Please understand that we are unable to process any payments until acceptable insurance is provided.

If you have any questions, please contact Rosemary Hinkson of my staff at (213) 978-1082.

Sincerely,

Miranda Paster, Division Manager  
Neighborhood and Business Improvement Division

MP:RH:tn